

SOCIAL SERVICES INTEGRATION GROUP

TERMS OF REFERENCE

1.0 Mandate

The Social Services Integration Group (SSIG) will identify appropriate criteria and locations for social services within the City of Lethbridge. This includes:

- Identifying priority social services
- Clearly identifying the operational programming aspects of the service
- Defining the site selection criteria dependent on the collective
- Defining appropriate locations

2.0 Guiding Principles

- **Healthy conflict** - respectfully communicating different needs, values or viewpoints while valuing diverse beliefs, perceptions and opinions to allow the best ideas to emerge;
- **Collaboration** - working together to achieve a goal that one party cannot achieve on its own;
- **Evidence-based** - making decisions based on sound data collection and analysis;
- **Social innovation** - looking beyond existing solutions and encouraging new approaches to service delivery;
- **Inclusion, diversity and equity** - understanding, accepting and valuing the diversity within the SSIG and the community, while promoting fair and impartial outcomes.

3.0 Chair

Two Co-Chairs will be selected by the committee.

4.0 Membership

The Social Services Integration Group will be composed of community members who can provide collective wisdom and diverse perspectives that are representative of key sectors within the city of Lethbridge.

- a) Neighborhood planning groups (3 Representatives)
 - London Road Neighborhood Association
 - Westminster Village Association
 - Downtown BRZ
- b) Indigenous communities and services (3 Representatives)
 - Indigenous Recovery Coaching Program
 - Reconciliation Lethbridge Advisory Committee
 - Foundation of Hope
- c) Lethbridge Chamber of Commerce (1 Representative)
- d) Real estate, land development and construction sectors (3 Representatives)
 - Scholten Management
 - Stranville Developments Inc.
 - Avison Young Commercial Real Estate
- e) Social services sector (5 Representatives)
 - Lethbridge Soup Kitchen
 - The Mustard Seed
 - YWCA
 - Streets Alive Mission
 - Alpha House Society

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- f) Business owners in the city of Lethbridge (3 Representatives)
 - Earl's Restaurant
 - Lealta Building Supplies
 - Italian Table

- g) Faith sector (2 Representatives)
 - Amazing Grace Community Church
 - Evangelical Free Church of Lethbridge

- h) City of Lethbridge resource representatives (1 Representative)

All members will serve on a voluntary basis. The Co-Chairs shall regularly review the membership with a bias towards participation and action.

5.0 Term

The Social Services Integration Group will dissolve upon completion of the mandate.

6.0 Guest Participation

The SSIG will define and invite guest participation as required.

7.0 Meetings and Quorum

- a) SSIG meetings will be called or cancelled at the call of the Co-Chairs with notice provided via email.
- b) Quorum is achieved when greater than fifty percent of the voting members are in attendance, in-person or online.
- c) Agendas, minutes and logistics for the meetings will be supported by the City of Lethbridge administration.

8.0 Decision Making and Reporting

SSIG follows a democratic decision-making model in which consent will be a goal, and all members have the opportunity to express their opinions. For any decision, all attempts will be made to reach agreement among all members. Should SSIG reach a decision that an individual member is unable to support, their disagreement may be formally documented in the meeting minutes at the Member's request. Final decisions will be made by a simple majority of membership.

SSIG decisions are not binding. The work of SSIG will focus on making recommendations that will be submitted to the CWSS Taskforce by the Co-Chairs.

9.0 Confidentiality

Any issues deemed confidential must be declared; otherwise, it is assumed that discussions of the SSIG are not confidential. Unless otherwise declared, members are free to publicly discuss and share the content of the meetings as long as there is no personal attribution of remarks.